

**PERFORMANCE SUMMARY RECORD (PSR) INFORMATION SHEET
OFFICER**

The PSR summarizes an Officer's professional and performance history. It contains information that is present in automated files at the time it is printed. Selection boards use the PSR with (not instead of) the official digital record. PSRs used by selection boards are destroyed when the board adjourns.

PSR "TOP SHEET" – ACTIVE DUTY OFFICERS

The active duty "Top Sheet" is printed from the same database as the Officer Data Card (ODC). PSR blocks equate to ODC item numbers as follows:

<u>PSR BLOCK</u>	<u>ODC ITEM #</u>	<u>PSR BLOCK</u>	<u>ODC ITEM #</u>
YG (Year Group)	6	LANG PROF	62-65
NAME	2	SUB SPEC	66-68
SSN	1	SERVICE SCHOOLS	52
FILE NO (Obsolete)	(Blank on PSR)	ACTIVE DUTY BASE DATE	20
DESIGNATOR	4	PREVIOUS MILITARY SVC	10
DATE OF BIRTH	8	AVIATION EXP	(Blank on PSR)
AGE	(Not on ODC)	PERSONAL DECORATIONS	(Not on ODC)
PROF. SERV. DATE	22	SPECIAL QUALIFICATIONS (AQDs)	72
PROM. HISTORY	36	REMARKS (Lines 1-3: Proven sub-	66-68, 103
PRESENT DUTY STATION	77	specialties: Lines 5, 8-9, 12,	
PRESENT BILLET	73	16-19: Successful screening	
COLLEGE/DATE/LEVEL/MAJOR	54-61	RESULTS. CO/XO screening	
(prints two only)		(does not print for LCDRs).	

Corrections: DO NOT SEND PSR "TOP SHEET" CORRECTIONS TO NPC 311. The "Top Sheet" can be corrected only by correcting the corresponding items on the Officer Data Card. Instructions for correcting each ODC item are found in the Manual of Navy Officer Manpower and Personnel Classifications, NAVPERS 15839G, Volume II – The Officer Data Card. These instructions include the "NPC" code to contact for information. Exception: For PERSONAL DECORATIONS, submit corrections to the Navy Board of Decorations and Medals, Chief of Naval Operations, 2000 Navy Pentagon, Washington, DC 20350-2000. Enclose copies of the "Top Sheet" and the citation. The PSR lists the Life Saving Medals, Navy/Army/Air Force/Joint Achievement Medals, and personal awards of higher precedence. Most commands and uniform shops have precedence lists. Campaign, service and unit awards are not listed in the PSR.

PSR "TOP SHEET" – INACTIVE RESERVE OFFICERS

Blocks used for inactive Reserve Officers are: NAME, SSN, DESIGNATOR, DATE OF BIRTH, AGE, PRESENT DUTY STATION, COLLEGE/DATE/LEVEL/MAJOR (highest degree only), PREVIOUS MILITARY SERVICE, PROMOTION HISTORY, PERSONAL DECORATIONS, SPECIAL QUALIFICATIONS (last four NOBCs awarded – may be for Reserve, civilian or active duty experience), and REMARKS (Branch and Class, Pay Status, Total Years Federal Service and Address).

Corrections: DO NOT SEND PSR "TOP SHEET" CORRECTIONS TO NPC311. The Inactive "Top Sheet" is printed mainly from Naval Reserve Personnel Center (NRPC) databases. Submit corrections via your Reserve Center or Unit, per the RESFIRST/RSTARS Manual. Exceptions: Submit corrections to PROMOTION HISTORY to COMMANDER, NAVY PERSONNEL COMMAND, NPC91, 5720 INTEGRITY DR, MILLINGTON, TN 38055-9100. Submit corrections to PERSONAL DECORATIONS in the same manner as active duty officers (see above).

(See reverse for "Bottom Sheet" information)

PSR "BOTTOM SHEET" - ACTIVE AND INACTIVE OFFICERS

The PSR "Bottom Sheet" contains a one-line summary of each fitness report since the automated FITREP form was introduced (1974 for active duty reports, 1977 for inactive Reserve Reports.) PSR columns and their meanings:

PSR COLUMN	FITREP BLOCK(S)	DESCRIPTION
GRADE	2	Code for officer's rank. See Table 1 below for codes.
STATION	7	Ship/station where duty was performed.
DUTY	28	Primary duty abbreviation.
DATE OF REPORT	12	FROM date (month/year only).
NO. MOS.	12-13	Months in report period to nearest whole month. Less than 15 days = 00.
REPORTING SENIOR AND GRADE	23, 25	Reporting senior's name and rank. See Table 1 below for codes.
SPECIFIC PERFORMANCE	29-42, 50	Number of occurrences of each letter grade in FITREP blocks 29-50. See Table 2 below for sub-column codes. Two-digit numbers print vertically. Ticks denote the average grade. An asterisk is printed when no actual grade was same as average.
COMPARISON	51-52	Number of officers in comparison group who received each "Mission contribution" mark. See Table 2 below for sub-column codes. Ticks indicate this officer's mark. No ticks mean this officer's mark was NOT OBS.
DESIRABILITY	57-61	Same as column 7 for FITREP blocks 57-61
PROMOTION	62-66	Sub-columns are E-EARLY, P-REGULAR, and N-NO: -Number recommended EARLY is shown in sub-column E. (N in this sub-column = None) -Recommendation is shown by a slash above the number in sub-column E (e.g./3) or by an X in sub-column P or N. -Ranking for early promotion (CWO/LCDR/CDR/CAPT only) appears above the slash (e.g. 2/3 = second of three).
TRAITS	67-72	Same as column 7 for FITREP blocks 67-72.
REMARKS	14-17, 26	See Table 3 below for Remarks codes.

Note: A completely Not Observed (NOB) report will have dashes through columns 7-11.

Corrections: Submit "Bottom Sheet" corrections to Commander, Navy Personnel Command, NPC311, 5720 Integrity Dr, Millington, TN 38055-3110. Enclose a copy of the FITREP, if available and the PSR with corrections marked. Use this procedure ONLY to conform the PSR to the original FITREP. See FITREP Manual for procedure if FITREP is not on the microfiche record.

Table 1 - PAY GRADES (PSR Columns 1&6)

Before 1/1/96	After 1/1/96	PAY GRADE
0	F	0-7 & above
1	6	0-6
2	5	0-5
3	4	0-4
4	3	0-3
5	2	0-2
6	1	0-1
CW	CW	W-4/3/2/1
C	C	Civilian
FN	FN	Foreign National
A	A	Army
F	F	Air Force
M	M	Marine Corps
G	G	Coast Guard

Table 2 - FITREP MARKS (PSR Columns 7,8,9,11)

PSR sub-column	Letter Grade	Mission Contribution
0	A	1 st block
1	B	2 nd block
2	C	3 rd block
3	D	4 th block
5	E/F	5 th /6 th blocks
7	G/H	7 th /8 th blocks
10	I	9 th block
(None)	N	NOT OBS

Table 3 - Remarks (PSR Column 12)

OSR CODE	MEANING
RG	Regular report
ME	Memorandum entry on microfiche
CF	Concurrent report
LTR	Letter report on microfiche
RG & CF	Concurrent/Regular report
FL	Foreign letter report on microfiche
SP	Special report
SUPP	Supplemental materials on microfiche. (PSR shows marks on original report.)
OC	Operational Commander report

PERFORMANCE SUMMARY REPORT										PAGE 3 OF 3										
NAME (LAST FIRST MIDDLE) JONES, JOHN P.				DESIG/RATE 1110		SSN 123-45-6789		PROMOTION REC				RPT TYPE								
PG	STATION	DUTY	DATES	M O S	REPORTING SENIOR NAME	PG	TITLE	TRAITS 1 2 3 4 5					IND SUM	R/S CUM	SP	PR	P	M EP		
03	CDS 66	OPS	100395 013196	04	JAMES D L	06	COM					3	4	4.57 4.80	12 4.82	0	0	5	(X) 2	RG
03	CDS 66	OPS	020196 013197	12	JAMES D L	06	COM			3	3	1		3.71 4.00	10 4.00	0	0	5	X 3 2	RG
03	CDS 66	OPS	020197 011098	11	JAMES D L	06	COM			1	4	5		4.00 3.65	15 3.38	0	0	2	X 2 1	DRS
03	CDS 66	OPS	011198 013199	12	PATRICK B B	06	COM			1	3	2		4.17 4.25	5 4.25	0	0	2	X 2 1	RG

Member's paygrade from block 2

Member's primary duty (first 14 characters) from block 29

Member's duty station from block 7

Inclusive dates for report from blocks 14 and 15

Reporting senior's title (first 14 characters) from block 25

Member's trait grades from blocks 33 through 39

Promotion recommendation summary from FITREP block 43 or EVAL block 46

Member's promotion recommendation from FITREP block 42 or block 45

Length of report rounded to nearest whole month

Reporting senior's name and initials from block 22

Rank of reporting senior from block 23

Individual Trait Average

Summary Group Trait Average

of reports included in reporting senior cumulative average for all Lieutenants regardless of designator

Report senior's cumulative average

Type of report from block 17 to 19